

**Minutes of Meeting
Grafton Planning Board
August 25, 2014**

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LA GRAFTON, MA

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A regular meeting of the Grafton Planning Board was held on August 25, 2014 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman David Robbins, Vice-Chair Michael Scully, Clerk Sargon Hanna, Robert Hassinger, Linda Hassinger and Associate Member Andrew Clarke. Staff present was Town Planner Joseph Laydon and Assistant Planner Ann Morgan.

Chairman Robbins called the meeting to order at 7:00 p.m.

PUBLIC INPUT – There was no public input.

ACTION ITEM 2-A – REQUEST FOR PLANNING BOARD DETERMINATION AND APPROVAL FOR A MINOR MODIFICATION TO SPECIAL PERMIT (2008-10) METRO PCS TO REPLACE THREE (3) EXISTING ANTENNAS WITH 3 NEW ANTENNAS AND ASSOCIATED COAX CABLE AT 200 WESTBORO ROAD, NORTH GRAFTON – T-MOBILE, (APPLICANT/OWNER) TUFTS UNIVERSITY CAMPUS (PROPERTY OWNER) – GSA, CROWN CASTLE, SARAH BROWN, PETITIONER

Jeffrey Barbadora was present to discuss the request informing the Board that T-Mobile, who merged with Metro PCS in 2013 is requesting the Board's determination and approval to replace the existing three (3) antennas with three (3) new antennas of similar size, and to add six (6) lines of coax cable to the antennas. Mr. Barbadora noted there is no visual change to the existing tower.

MOTION by Mr. Scully, **SECOND** by Mr. Hanna, to determine the request is a minor modification and to approve the modification as submitted. **MOTION** carried unanimously 5. To 0.

DISCUSSION ITEM 3-A – ZONING REVISIONS – SIGNS, FRONTAGE PERIMETER, AND FUTURE AMENDMENTS

Mr. Laydon stated there were three (3) draft warrant articles the Board need to vote on to submit to the October 2014 Town Meeting warrant.

1.) ZBL Section 3.3.3.4: Amended with new language in **bold** face type.

Mr. Hassinger asked if the bold face type will be shown accurately in the legal notice. Mr. Laydon stated he had spoken to Don Clark who stated all changes will be shown accurately.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to recommend the proposed amendment to Town Meeting as printed. **MOTION** carried unanimously 5 to 0.

2.) ZBL Definitions Section 2.3 Amended with new language in **bold** face type,, deletions in ~~strikethrough~~.

Mr. Laydon stated that he not had discussed the revisions with Town Counsel, but in reviewing past articles, they were consistent with past practices.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to recommend the proposed amendment to Town Meeting as printed. **MOTION** carried unanimously 5 to 0.

3.) ZBL Section 4.4 Signs by reorganizing existing By-Law language, correcting internal inconsistencies, and adding clarifying language relating to size, location, and calculation of area.

Chairman Robbins pointed out that the date & Town Meeting notation to previous amendments shown in the By-Laws, as was retained in the warrant article, stating that while this was a valuable reference notation in the By-Law, he was not sure it was needed in the warrant article motion. Mr. Laydon stated he would check with Town Counsel. Mr. Hassinger questioned how the article will be presented and explained at Town Meeting to make it clear that the purpose is only to straighten out and clear up this section of the By-Law. Mr. Hassinger suggested the preparation of an annotated copy of the By-Law with highlighted changes. The Board agreed both versions should be placed on the website and made available in the Planning Office and as handouts at Town Meeting

Chairman Robbins also pointed out that in Section 4.4.2.5, numbers 8 & 9 should read consistently as directional and informational.

MOTION by Mr. Hassinger, **SECOND** by Mr. Hanna, to recommend the proposed amendment to Town Meeting with the corrections noted.

DISCUSSION: Chairman Robbins requested Staff check with Town Counsel on the issues discussed. Mr. Clarke noted there were other inconsistencies within the By-Law on how measurements were displayed, etc. Mr. Hassinger suggested waiting in order to change the inconsistencies within the entire By-Law rather than just in one section.

MOTION carried unanimously 5 to 0.

STAFF REPORT

Mr. Laydon informed the Board that work within the office was picking up with several new applications and a few new subdivisions to be submitted.

Mr. Laydon stated that Staff is working with the EDC, including the planning of a business brunch for which flyers have been mailed out.

Mr. Laydon also noted that Staff was working with the Mill Villages Committee with regard to the installation of the bridge lights and noted the project has been put out to bid.

BILLS

The bills were circulated and signed.

MINUTES OF PREVIOUS MEETINGS

MOTION by Mr. Hassinger, **SECOND** by Ms. Hassinger, to approve the open session minutes of August 11, 2015 as drafted. **MOTION** carried unanimously 4 to 0 with Mr. Scully abstaining from voting due to his absence at the August 11 Planning Board meeting.

CORRESPONDENCE

Chairman Robbins noted the letter of resignation from Christopher Longenbaker regarding his recent appointment to the CMRPC which declared he felt there was a conflict with relation to the state ethics laws. Mr. Hassinger requested that anyone interested in applying for the position should submit an application.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to accept the letter of resignation from Mr. Longenbaker and to thank him for his intended service. **MOTION** carried unanimously 5 to 0.

PUBLIC HEARINGS

Major Residential Special Permit (MRSP 2014-4) “Grafton Hill” Subdivision - Westerly Side Grafton LLC, (Applicant) – Westerly Side Grafton LLC, Rocky Road Realty Trust; Robert B. McInnis & Abby McInnis Trust; & Olive Simono, (Owners)

Chairman Robbins announced that the applicant had requested to continue the public hearing to September 8, 2014 due to the fact that their Traffic Engineer William Scully was not able to attend tonight’s hearing as planned. Mr. Scully suggested denying the applicant’s request for September 8th and having the applicant request another date when a full Board is present since he will be unable to attend the September 8th Planning Board meeting due to the Central Mass Business Expo where he will be working a booth. Mr. Hassinger stated the Board should grant the applicant’s request to continue the public hearing to September 8th, allowing him to then request another date due to the absence of a Planning Board member.

MOTION by Mr. Hanna, **SECOND** by Mr. Hassinger, to grant the applicant’s written request to continue the public hearing for MRSP 2014-4 “Grafton Hill” Subdivision to September 8, 2014. **MOTION** carried unanimously 5 to 0.

SPECIAL PERMIT (SP 2014-5) SAVERS CO-OPERATIVE BANK (APPLICANT) – FRANK E. GROCCIA, JR. (OWNER) – 96 WORCESTER STREET

Mr. Hanna read the legal notice and Chairman Robbins opened the public hearing. Khristopher Cullen was present for the applicant.

Mr. Hassinger noted there was no Site Plan submitted with the Special Permit application and that reference was also made to the omission in the Building Inspector’s comments. Mr. Laydon stated the Site Plan is not required with an application for sign relief. Mr. Hassinger added that he needed the information to make a determination on the sign relief request.

Mr. Cullen informed the Board that the bank was requesting sign relief in order to install a smaller sign up closer to the building with a list of the high level services they offer. Mr. Cullen acknowledged that the sign was previously installed but had to be removed since they had not obtained a permit prior to installing the sign. Chairman Robbins remarked that only one freestanding sign is allowed for a business. Mr. Hanna asked what the purpose of the second sign was. Mr. Cullen explained the sign was the branding sign of Savers Co-operative that is displayed at all of the branch offices and ties them all together. Mr. Hanna added that he is in favor of business advertising, but that a smaller sign may do the same job and not require the same sign relief. Mr. Scully remarked that he would prefer more be added to the existing freestanding sign rather than add another sign. Chairman Robbins pointed out that this category of the Sign By-Law does not address or allow for more than one freestanding sign. Mr. Hassinger expressed concerns for the number of requests the Board has had for this type of sign under the By-Law and being forced to pick and choose who can or cannot be granted relief for this sign request without adequate documentation. Mr. Laydon suggested wall or window signage that may not require a special permit. Mr. Hanna noted that he preferred to look at each request individually rather than an “all for one” granting approach. Mr. Scully stated that based on the location he would be more inclined to grant relief from the 2½ & 7 foot By-Law, however because adding the burden stated was not substantial, he could not grant relief without a more compelling reason. Chairman Robbins informed the applicant that if a wall sign would serve a similar purpose, he may or may not have to come back before the Board. Mr. Laydon explained to the applicant that if he was considering wall signs, which is a totally different section of the By-Law, he could opt to withdraw this application without prejudice and come back for approval if required. Mr. Cullen asked what the downside was to withdrawing the application. Mr. Laydon stated he would be willing to sit down with him to evaluate the sign situation and maybe figuring a way to deal with a sign through the Building Department. Ms. Hassinger assured Mr. Cullen that the intention of the Planning Board was not to penalize but to work with the applicant.

Mr. Cullen requested to withdraw the application without prejudice.

MOTION by Mr. Scully, **SECOND** by Mr. Hassinger, to grant the applicant’s request to withdraw Special Permit (SP 2014-5) without prejudice pending the submission of a written copy of the request. **MOTION** carried unanimously 5 to 0.

Mr. Hassinger discussed with Staff the site plan requirement for the special permit. Mr. Laydon noted that site plan is not required for signage special permits granting relief as it is not referencing use. Chairman Robbins suggested the Board have a discussion on special permits regarding submittal requirements with a site plan.

REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

Mr. Scully stated that there will be a business owner brunch on September 25, 2014, from 7:30 a.m. to 10:00 a.m., at the Community Barn. Mr. Scully added that the EDC will have a booth at the Central Mass Business Expo being held at the DCU Center on September 8, 2014.

Mr. Hanna noted that the CPC will be holding a public hearing on request items they have received, two of which are the Stone Arch Bridge and Mill Villages Park.

Chairman Robbins reported that the Open Space & Recreation Committee's survey data has been retrieved and collected, with nothing being published as yet, but that they plan on publishing the updates to the plan proposed.

MOTION by Mr. Scully, **SECOND** by Mr. Hanna, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 8:25 p.m.

EXHIBITS

- **Action Item 2A: Request for Planning Board Determination and Approval for a Minor Modification to Special Permit (2008-10) Metro PCS to replace three (3) existing antennas with 3 new antennas and associated coax cable at 200 Westboro Road, North Grafton – T-Mobile (Applicant / Owner), Tufts University Campus (property owner)**
 - Correspondence from Crown Castle; Determination of proposed minor modification to special permit SP2008-10: Telecommunication tower located at 200 Westboro Road, Grafton, MA; dated August 1, 2014; received August 4, 2014; 4 pages.
 - Copy of Correspondence to Charles McGuirt, Crown Castle; Structural Analysis Report; dated May 22, 2014; received August 4, 2014; 30 pages.
 - Copy of Correspondence to Tufts University of Veterinary Medicine; PCS Site Agreement dated April 27th 2001(as amended)("Lease"); Site Location: Grafton, MA 01536; Worcester County, Site Name: Tufts, Site ID: 875060, Consent for Modification; dated May 20, 2014; received August 4, 2014; 2 pages.
 - Plan Set; T-Mobile Northeast LLC, Crown Grafton, Site number 4WLM033A, 200 Westboro Road, Grafton, MA, 01536; prepared by Tectonic Engineering & Survey Consultants; 11 x 17", black & white; seven (7) sheets as follows:
 - T-1 Title Sheet
 - A-1 Site Plan
 - A-2 Equipment Layout Plans
 - A-3 Elevation & Detail
 - A-4 Antenna Layout Plans & Details
 - A-7 Notes
 - A-8 Notes
- **Item 3: Discussion Item – Zoning By-law Revisions – Signs, Lot Perimeter**
 - Draft Proposed Amendments to the Grafton Zoning By-Law, October 2014 Town Meeting - ZBL: Section 3.3.3.4 – re: Special Cases – Lot Perimeter; 1 page.
 - Draft Proposed Amendments to the Grafton Zoning By-Law, October 2014 Town Meeting - ZBL: Section 4.4 – Signs; 13 pages.
- **Item 6: Minutes of Previous Meeting**
 - Draft Open Session Minutes of August 11, 2014; 5 pages.
- **Item 7: Correspondence**
 - Email correspondence from Christopher Longenbaker, CMRPC Delegate Position; dated and received August 19, 2014; 1 page.

- **Public Hearing 9A: Major Residential Special Permit (MRSP 2014-4) “Grafton Hill”**
Subdivision - Westerly Side Grafton LLC, (Applicant) – Westerly Side Grafton LLC,
Rocky Road Realty Trust; Robert B. McInnis & Abby McInnis Trust; & Olive Simon,
(Owners)
 - Correspondence from Attorney Joseph Antonellis, Westerly Side Grafton – Request for
Continuance; dated August 4, 2014; received August 5, 2014; 1 page.
- **Public Hearing 9B: Special Permit (SP 2014-5) Savers Co-operative Bank (Applicant) –**
Frank E. Groccia, Jr. (Owner) – Application for Special Permit approval under Section
4.4.4.2 (4) of the Grafton Zoning By-Laws for size and setback, to construct a
freestanding business sign on property located at 96 Worcester Street.
 - Unbound application materials submitted by the Applicant, received on July 23, 2014;
includes the following materials:
 - Application for Special Permit, dated July 18, 2014; 1 page.
 - Project Description, 1 page.
 - Photographs: Picture of Sign, Proposed Sign Location – 1 picture each; 8 ½ x 11”,
black & white; 1 page.
 - Color photograph of sign showing dimensions; 11 x 17”, color, 1 page.
 - Project Review Memorandum, Building Inspector, received July 28, 2014, 2 pages.

Sargon Hanna, Clerk

